



UTAH NATIONAL GUARD
HEADQUARTERS, 640TH REGIMENT (RTI)
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065-4905

NGUT-RTD

30 April 2025

MEMORANDUM FOR Students Attending 35M10 Human Intelligence Collector Course

SUBJECT: 4/640th RTI Letter of Instruction for 35M10 Human Intelligence Collector Course

1. Welcome to the 35M10 course. Please email SFC Harrison Odell, harrison.t.odell.mil@army.mil and copy SSG Kameron Heinzig, kameron.l.heinzig.mil@army.mil with your civilian email address, cell number, and the following:
 - a. Annex C documents.
 - b. Pay order (NG/Reserve) or Pre-Execution Checklist (Active Duty)
 - c. Profile (if applicable)
 - d. Cyber Awareness Certificate
2. Course Specific Information:
 - a. Soldiers must have an interim top secret security clearance with an open T5 listed in DISS. Soldiers without TS/SCI, SI/TK/G/HCS/P will require an escort.
 - b. Soldiers must have a .mil@army.mil email address. The Army has created accounts for all Army users. Verify your email is working by navigating to <https://www.ohome.apps.mil>. You will need to login with your Common Access Card (CAC). If you are unable to access your email, contact your local Helpdesk or the Army Enterprise Service Desk (AESD) at 1-866-335-2769 for account provisioning.
 - c. E7s require a grade waiver from the Office of the Chief of Military Intelligence.
 - d. Duty uniform is the OCP (no dress uniform required). Required appropriate street clothes and business casual attire during Phase II (approximately 4 weeks). (See a suggested packing list in Annex A).
 - e. Wireless internet, laundry, and fitness center are available and free of charge.
 - f. High Physical Demands Test (HPDT) – involves participating in a 2-buddy 90-pound carry, while carrying an 80-pound ruck 10 meters (Ruck Sack Provided).
 - g. If on profile and unable to attempt the HPDT, you will be sent home.
 - h. No Bags of any kind will be allowed in building 3030 (includes lobby area).
 - i. You are allowed to bring notebooks, pens, markers etc., inside building 3030
 - j. A 26.2 Mile Ruck March Challenge is available for students. (See Annex G)
3. Defense Travel System Allowances.
 - a. Allowances for a rental car, taxi, or an Uber should be included on your travel authorization. Transportation is not provided. See Annex F for details.
 - b. On-post Lodging is required in Building 8300 or 8032 at \$29 per night.
 - c. Meals are provided at Camp Williams Dining Facility.
 - d. Return travel. Soldiers are scheduled to be released at 1200 on the travel day.

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4. Reporting. Travel day: Check into billeting at building 8300. Course Day 1: Report at 0800 in Building 3030. (See Annex D)
5. Questions may be addressed at 801-878-5276 or harrison.t.odell@army.mil.

ENCL

Annex A, Packing List

Annex B, UVU_AG CW Info

Annex C, Inprocessing Sheets

Annex D, Detailed AGCW Map

Annex F, Rental Car/POV Memo

Annex G, 26.2 Mile Ruck March

Challenge

Annex H, Unit Pre-Execution

Checklist (PEC)

HARRISON T. ODELL

SFC, USA

35M10 Chief of Training